

**The Federal Hiring  
Process Using  
USAJOBS & Application  
Manager**



# USAJOBS & APPLICATION MANAGER OVERVIEW

---

- ▶ Per the Office of Personnel Management (OPM) and Hiring Reform guidelines, individuals must apply USAJOBS & Application Manager to apply for BIE.
- ▶ You can create a standard application that can be used to apply for all open technician positions offered by the Federal Government.

# Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

## Create an Account

- Build and store up to five distinct resumes.
- Create and save job searches to receive automatic notifications.
- **Apply for jobs or save them to review later.**

## Look for a Job

- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- **Apply to Federal Agencies.**

## Be Informed

- **Learn how to use USAJOBS by accessing their tutorials.**
- Learn about the federal hiring process.
- Get email updates on job fields you are interested in.

# USAJOBS Main Page

To apply for jobs you must have a USAJOBS account. To begin, SIGN IN or CREATE AN ACCOUNT if you have not done so already.



The screenshot displays the USAJOBS main page with the following elements:

- Navigation links: [Search Jobs](#), [My Account](#), [Info Center](#)
- Account prompt: **SIGN IN OR CREATE AN ACCOUNT** (with a hand cursor icon pointing to it)
- USAJOBS logo: "WORKING FOR AMERICA"
- Search fields: "What: (keywords)" and "Where: (city, state or zip code)"
- Search button: **Search Jobs** (with a play button icon)
- Additional links: [Browse Jobs >](#), [Advanced/International Search >](#)
- Specialized categories: [First Time Visitors](#), [Why Work for America?](#), [Special Hiring Events](#)
- Targeted groups: [Individuals with Disabilities](#), [Veterans](#), [Students](#), [Senior Executives](#)
- Footer links: [Site Map](#), [Contact Us](#), [Help/FAQs](#), [Employers](#), [Privacy Act and Public Burden Information](#)
- Disclaimer: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

# Create an Account

-To create an account you must enter some basic Personal Information into the Form Sections. It is very important to ensure that all information you enter is accurate.

**-Incorrect information can affect your consideration for the positions you apply for.**

Form Sections: [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

\* Required information

### Personal Information

\* First Name

Middle Name

\* Last Name

\* Home Address

Home Address 2

\* City/Town

\* State/Territory/Province


\* Postal/Zip Code

\* Country

\* Telephone Numbers

\* Email

What is your email format preference?  HTML  Text

 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

---

### Account Information

\* Username  Use between **4** and **20** characters

\* Password  Your password must contain:  
- At least 8 characters (20 maximum)

[Top](#)

# USAJOBS – My Account Area

Search Jobs My Account Info Center Welcome Applicant! | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs  
What: (keywords) Where: (city, state or zip code)  
[Browse Jobs >](#) [Advanced/International Search >](#)

**My Account**  
Applicant Three  
Current Goal:  
Last login:  
[Edit Profile](#)

**Resumes**  
[Build New Resume](#)  
[Upload New Resume](#)  
You currently do not have any resumes.  
You can have a maximum of 5 resumes.  
You are able to upload and store 2 uploaded resumes.  
[View All Resumes](#)

**Job Search Agents**

**Highlights from USAJOBS**  
Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at <http://www.usajobs.gov/studentjobs/>. From here you can find information on Governmentwide hiring programs for students, entry level employment upon graduation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.

[Saved Jobs](#)  
[Saved Documents](#)  
[Application Status](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

-Once you've filled out the basic profile information and created an account, you can Build a New Resume or Upload a Resume by selecting one of the options in the Resumes area.

-In your USAJOBS account you can:

- Build or upload a Resume.
- Upload and save Documents required to support your application.
- Review any Saved Jobs.

# Search Jobs

-Once you've created an account, built or uploaded a resume, and uploaded any supporting documents, you can begin the job search. Use the search button to find specific positions or see what is available in a certain area.

The screenshot displays the USAJOBS website interface. At the top, navigation links include "Search Jobs", "My Account", and "Info Center". A red banner on the right says "Welcome Applicant! | Sign out". A search bar is visible with "Auditor" in the job title field and "Virginia" in the location field. Below the search bar are links for "Browse Jobs >" and "Advanced/International Search >". A dropdown menu is open under "Search Jobs", listing options: "Search jobs - Main Page", "Browse Jobs", "Advanced/International Search", "Jobs in Demand", and "Most Popular Jobs". The main content area shows a user profile for "Applicant Three" with a "Current Goal:" field and "Last login: 2/16/2010". An "Edit Profile" button is present. Below the profile are buttons for "Resumes" and "Job Search Agents". On the right, a "Highlights from USAJOBS" section contains a text box with a link to "http://www.usajobs.gov/studentjobs/" and a list of job opportunities. At the bottom right, there are buttons for "Saved Jobs", "Saved Documents", and "Application Status". The footer includes links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information".

Search Jobs   My Account   Info Center   Welcome Applicant! | Sign out

Search Jobs  
Auditor   Virginia  
[Browse Jobs >](#)   [Advanced/International Search >](#)

Search jobs - Main Page  
Browse Jobs  
Advanced/International Search  
Jobs in Demand  
Most Popular Jobs

Account  
Applicant Three  
Current Goal:  
Last login: 2/16/2010  
[Edit Profile](#)

Resumes ▲  
Job Search Agents ▲

Highlights from USAJOBS

Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at <http://www.usajobs.gov/studentjobs/>. From here you can find information on Governmentwide hiring programs for students, entry level employment upon graduation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.

Saved Jobs ▲  
Saved Documents ▲  
Application Status ▲

[Site Map](#)   [Contact Us](#)   [Help/FAQs](#)   [Employers](#)   [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

# Job Search Results

The *Current Search* menu located on the right side of the screen tracks your current search and provides filters that allow you to further refine your search results. You can remove and add filters to expand or narrow your search. To open the job announcement, click on the blue link of the job title.

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs | My Account | Info Center | Welcome Applicant! | Sign out

Refine Your Search  
What: (keywords) Auditor | Where: (city, state or zip code) Virginia  
Browse Jobs > | Advanced/International Search > | Select Radius

Save this search and email me jobs

Search Results 1-50 of 58 | Page: [1]2 | Next >> | Page 1 of 2

Closing	Job Summary	Agency	Location	Salary
2/17/2010	<a href="#">Supervisory Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$103,010.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$71,571.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	

**Current Search**  
 Only Jobs Open To ALL U.S. Citizens  
 ALL Jobs (I'll Determine If I Can Apply)

**You Added ...**  
Auditor Remove  
Virginia Remove  
Clear All And Start New Search

**Refine Your Results**  
Salary  
Grade  
Occupations  
Agencies  
Senior Executive Jobs  
Posting Date  
Work Schedule  
Exclude These

RSS Feed Of This Search



# Job Announcement – Apply Online

Once you've located a job you are interested in, reviewed the job announcement and the How to Apply instructions, click the Apply Online button.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links: Home, Search Jobs, My Account, Resource Center, and Support. A search bar is visible with fields for Keyword and Location, and a Search button. Below the search bar, there are links for Back to Results and Dock. The main content area features the USAJOBS logo and the U.S. Department of the Interior Bureau of Indian Affairs logo. The job title is "Teacher (Special Education), CY-1710-11-17 - Aneth Community School". The department is "Department of The Interior" and the agency is "Interior, Bureau of Indian Affairs". The job announcement number is "BIE 15/20 (1471933)".

**Overview** Duties Qualifications & Evaluations Benefits & Other Info How to Apply

**U.S. DEPARTMENT OF THE INTERIOR**  
**Bureau of Indian Affairs**

**Job Title:** Teacher (Special Education), CY-1710-11-17 - Aneth Community School  
**Department:** Department of The Interior  
**Agency:** Interior, Bureau of Indian Affairs  
**Job Announcement Number:** BIE 15/20 (1471933)

**SALARY RANGE:** \$25.94 to \$52.56 / Per Hour  
**OPEN PERIOD:** Monday, August 3, 2015 to Monday, August 24, 2015  
**SERIES & GRADE:** CY-1710-11  
**POSITION INFORMATION:** Full Time - Indefinite  
**PROMOTION POTENTIAL:** 17  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
Aneth, UT [View Map](#)  
**WHO MAY APPLY:** All U.S. Citizens  
**SECURITY CLEARANCE:** Public Trust - Background Investigation  
**SUPERVISORY STATUS:** No  
**JOB SUMMARY:**

**NOTE:** This position is covered by the bargaining unit.

**Go to section of this Job:**

[Apply Online](#)  
[Print Preview](#)  
[Save Job](#)  
[Share Job](#)

**Agency Contact Info**  
**Job Announcement Number:** BIE 15/20 (1471933)  
**Control Number:** 411674600

# Select Resume and Attachment(s)

Search Jobs My Account Info Center Welcome Applicant! | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs  
What: (keywords) Where: (city, state or zip code)

[Browse Jobs >](#) [Advanced/International Search >](#)

**Please Note:** If you are resubmitting or updating a previous application you must re-submit all required documents!

**Apply Online** to the following job:

**Job Title:** AUDITOR (CONTRACT AUDIT)  
**Agency:** Defense Contract Audit Agency, Department Of Defense  
**Job Location:** RADFORD, Virginia

**Resume** - Select one of your stored resumes to send:  
Select  
Auditor

**Attachment(s)** - Select one or more of your attachments to send:  
Select  
DD-214  
SF-50

I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Apply for this position now!](#) [Cancel](#)

-After you click Apply Online, you will have the option to select a Resume and any supporting documents (attachments) to be linked to your application.

**-Please Note:** If you are updating a previously submitted application, you must re-submit your Resume and all applicable supporting documents. Take time to make sure your resume contains up-to-date information. **Hold down the "Ctrl" key to select multiple documents. If required documents are missing, your application WILL NOT BE CONSIDERED.**

-Placing a checkmark in the box takes the place of signatures needed on documents by certifying all the information you are submitting is true and correct to the best of your knowledge.

# Transition to USA Staffing® – Application Manager



One moment please...

We are now bringing you to the system used by the

**Defense Contract Audit Agency**

to complete your application process. You will be returned to USAJOBS upon completion.

Your browser should automatically take you there in about 5 seconds, or...

[Take me there now](#)

-Once you click the “Apply For This Position Now” button, the system will take you to Application Manager. Application Manager is a separate Federal system from USAJOBS. It is used by Federal agencies to collect online applications and assessment information for open positions.

## Application Manager

Login

Important Links

Help

### Welcome to USA Staffing® Application Manager!

If you have already created an Application Manager account, please log in on the next page.

If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account.

Application Manager, <https://ApplicationManager.gov>, is a completely separate system that some agencies use to collect applications online; it is not a part of <http://www.USAJOBS.gov>. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the [Application Manager Quick Start Guide](#) for an overview.

[Continue](#)

# Application Manager

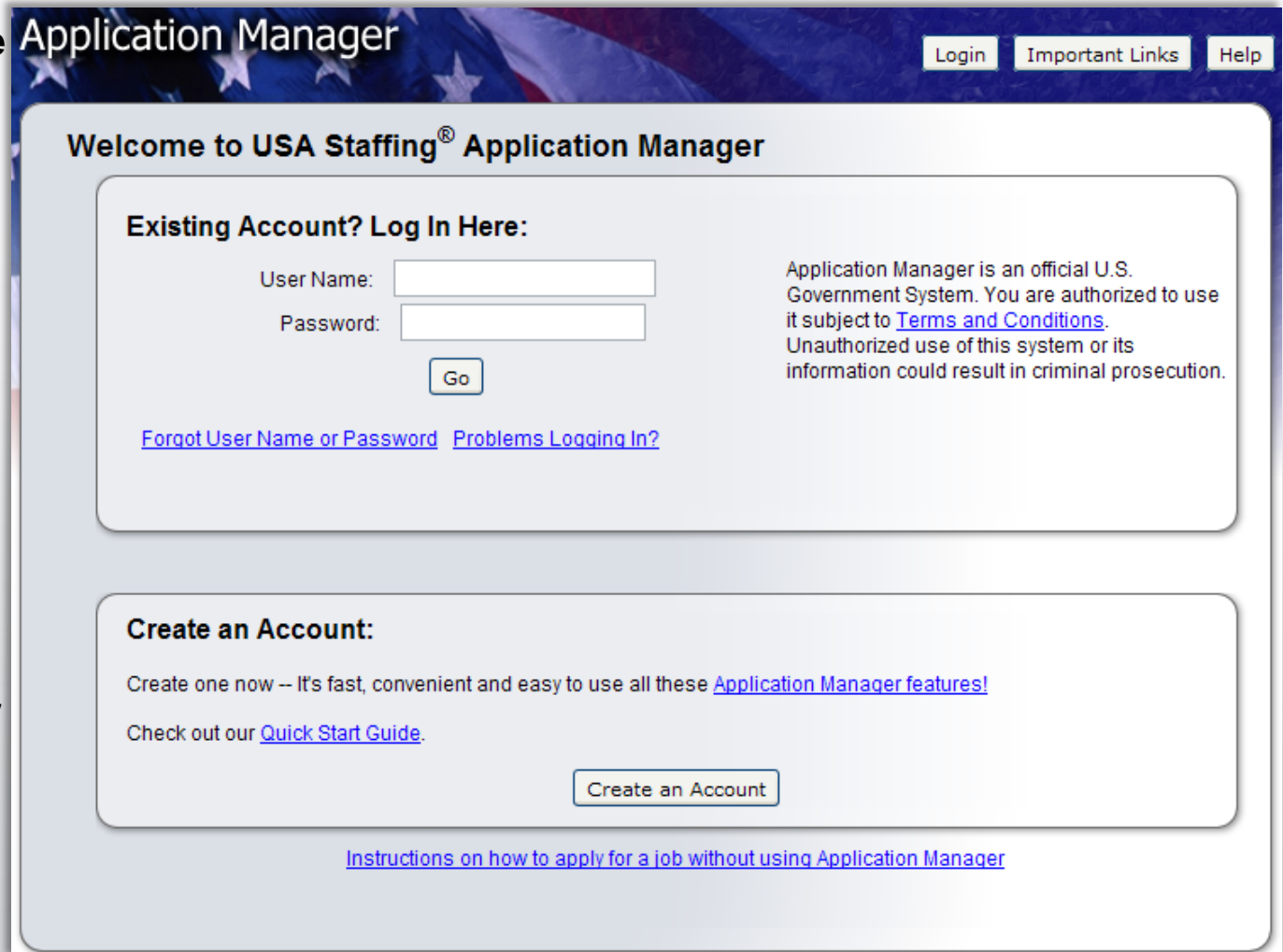
## With Application Manager you can:

- **Work on, submit, and track your application packages.**
- **Check the status of each application package (e.g., not submitted, Waiting on Human Resources Specialist Action, etc.)**
- **View and print your Assessment Questionnaire responses and any of the documents submitted with an application.**
- **Review any correspondence sent to you by the USA Jobs system.**
- **Review and update your personal information at any time (You may also do this on your USA Jobs account page).**

# Application Manager

-If it is your first time using Application Manager, you will need to create an account.

-After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.



The screenshot shows the USA Staffing Application Manager interface. At the top, there is a navigation bar with 'Login', 'Important Links', and 'Help' buttons. The main heading is 'Welcome to USA Staffing® Application Manager'. Below this, there are two main sections: 'Existing Account? Log In Here:' and 'Create an Account:'. The login section includes input fields for 'User Name:' and 'Password:', a 'Go' button, and links for 'Forgot User Name or Password' and 'Problems Logging In?'. The 'Create an Account:' section includes a 'Create an Account' button and links for 'Application Manager features!' and 'Quick Start Guide.'. A footer link reads 'Instructions on how to apply for a job without using Application Manager'. A disclaimer on the right states: 'Application Manager is an official U.S. Government System. You are authorized to use it subject to Terms and Conditions. Unauthorized use of this system or its information could result in criminal prosecution.'

Application Manager

Login Important Links Help

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name:

Password:

Go

[Forgot User Name or Password](#) [Problems Logging In?](#)

Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

Create an Account:

Create one now -- It's fast, convenient and easy to use all these [Application Manager features!](#)

Check out our [Quick Start Guide](#).

Create an Account

[Instructions on how to apply for a job without using Application Manager](#)

# Create an Application Manager Account

**-Follow the screen prompts to create an Application Manager account. Before you create an account, it is important to verify that you don't already have one on file.**

**-Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for accounts to proceed.**

The screenshot shows the 'Application Manager' website interface. At the top, there is a navigation bar with 'Login', 'Important Links', and 'Help' buttons. The main heading is 'Create an Account'. Below this, a progress indicator shows three steps: 'Email' (highlighted in red), 'User Name', and 'Security Info', each represented by a right-pointing arrow. The 'Email' step is active, and the 'User Name' and 'Security Info' steps are greyed out. Below the progress indicator, there is a warning: 'Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.' This is followed by another warning: 'Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.' Below these warnings, there is a prompt: 'Please enter your email address. You will be able to check multiple addresses.' The form includes an 'Email:' label, a text input field containing 'applicantnthree@opm.gov', and a 'Check for account' button. Below the input field, the text 'No account(s) found for: applicantnthree@opm.gov' is displayed, followed by an 'I'm done checking for accounts' button. At the bottom of the page, there is a footer that reads 'This is a U.S. Government System.' with a link to 'Full Terms and Conditions'.

Application Manager

Login Important Links Help

Create an Account

Email User Name Security Info

Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.

Please enter your email address. You will be able to check multiple addresses.

Email:  Check for account

No account(s) found for: applicantnthree@opm.gov

I'm done checking for accounts

This is a U.S. Government System.  
[Full Terms and Conditions](#)

# Application Manager

-The first time you access Application Manager, you will be required to enter your Social Security Number and your Full Name. It is extremely important that you enter this information accurately and that it matches the information provided in USAJOBS.

-If you do not enter the correct SSN, it will not link the accounts, and will affect your consideration for all positions that you apply for.

The screenshot displays the 'Application Manager' web interface. At the top, there is a navigation bar with links for 'Main', 'Important Links', 'Help', and 'Logout'. The main content area is divided into two columns. The left column contains a sidebar with a 'Vacancy ID: 207966' and a list of sections: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', and 'Section 1' through 'Section 8'. Below these are links for 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The right column shows the application details: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', and 'USAJOBS Control Number: 1663560'. The 'Applicant Name' is 'APPLICANT N THREE' with a 'Change Name' button. Below this are 'Previous', 'Next', and 'Save' buttons. The 'Social Security Number' section has a label, a link 'Why is this required?', and two input fields. The 'Name' section has three input fields for 'First Name', 'Middle Initial', and 'Last Name'. At the bottom, there are 'Previous', 'Next', and 'Save' buttons.

# Biographic Data – Eligibility Information

The Biographic Data will be pre-populated with the information you entered in your USAJOBS account. You may need to complete a few more informational pages before you begin your Assessment Questionnaire.

The menu on the left tracks your progress as you complete the application.

The screenshot displays the 'Application Manager' interface. At the top, there is a navigation bar with links for 'Main', 'Important Links', 'Help', and 'Logout'. The main content area is titled 'Vacancy ID: 207966'. On the left side, there is a vertical menu with the following items: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1', 'Section 2', 'Section 3', 'Section 4', 'Section 5', 'Section 6', 'Section 7', 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The 'Biographic Information' section is currently active. The main content area shows the following information: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663560', and 'Applicant Name: APPLICANT N THREE' with a 'Change Name' button. Below this information are three buttons: 'Previous', 'Next', and 'Save'. The 'Biographic Data' section is highlighted, containing the text: 'All biographic information is required, except for your telephone number and the contact time.' Below this text is an 'Address' field with the value '1900 E St NW' and an empty field below it.



# Assessment Questionnaire

-There will be a few questions that you will be required to answer that will be specific to the position you are applying for. You will have to answer the questionnaire each time you apply for a different position.

-Your answers will not determine if your packet will go forward, and are reviewed by a Human Resources Specialist at HRO.

The screenshot displays the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. The main content area is titled 'Application Manager' and shows the following details:

- Vacancy ID: 207966
- Job Title: AUDITOR (CONTRACT AUDIT)
- User: applicantnthree
- Announcement Number: PH-RCS-207966
- USAJOBS Control Number: 1663560
- Applicant Name: APPLICANT N THREE (with a 'Change Name' button)

On the left side, there is a sidebar menu with the following options:

- Biographic Information
- Eligibility Information
- Other Information
- Assessment Questionnaire (highlighted with a red arrow)
- Section 1
- Section 2
- Section 3
- Section 4
- Section 5
- Section 6
- Section 7
- Section 8
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

The main content area shows 'Section 5' with the following text:

**Section 5** Total Questions in this Assessment: 8

5. Think about an example that best represents your experience and capability in the area of Interpersonal Skills. For the following set of activities requiring Interpersonal Skills, choose the ONE example that best corresponds to the type of activity represented by your own personal example.

- A Promote working relationships with key individuals or groups to discuss results, problems, plans, suggestions, terms or conditions.
- B Establish and maintain ongoing working relationships with external groups and/or key individuals to gain their cooperation and acceptance of studies, findings, recommendations, etc.
- C Collaborate with others or work on teams to accomplish work-related activities.

Narrative  
Please provide a brief narrative description of your experience performing the type of work described in number 5.

Below the narrative prompt is a large text input area with a scroll bar. At the bottom of the page, there are 'Previous', 'Next', and 'Save' buttons.

# ReUse Documents

-The upper table displays the USAJOBS documents for this application. The status will be Awaiting Retrieval from USAJOBS. Once you submit your application, the system will retrieve the documents.

-Review this screen carefully, and compare it with the Required Documents section of the announcement.  
**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED, AND LATE DOCUMENTS CANNOT BE ACCEPTED!**

The screenshot shows the 'Application Manager' interface for a vacancy with ID 207966. The user is 'applicantnthree'. The interface includes a navigation menu on the left with options like 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', and 'ReUse Documents' (which is currently selected). The main content area displays application details: Job Title: AUDITOR (CONTRACT AUDIT), Announcement Number: PH-RCS-207966, and USAJOBS Control Number: 1663560. The Applicant Name is 'APPLICANT N THREE' with a 'Change Name' button. There are 'Previous', 'Next', and 'Save' buttons. Below this is the 'ReUse Documents' section, which contains a table titled 'Documents in Application Package for Vacancy:207966'. The table has columns for Document Type, Received, Source, Status, and Original File Name. It lists two documents: 'Qualifications' and 'Resume', both received on 2/16/2010 at 5:16:35 PM, with a status of 'Awaiting Retrieval from USAJOBS'. At the bottom, a message states 'You do not have any documents available for re-use. Click Next to continue.' with 'Previous', 'Next', and 'Save' buttons.

**Application Manager**

Vacancy ID: 207966

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree

Announcement Number: PH-RCS-207966 USAJOBS Control Number: 1663560

Applicant Name: APPLICANT N THREE [Change Name](#)

[Previous](#) [Next](#) [Save](#)

**ReUse Documents**

**Documents in Application Package for Vacancy:207966**

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

You do not have any documents available for re-use. Click Next to continue.

[Previous](#) [Next](#) [Save](#)

# Upload Documents

-This section allows you to upload any additional documents that may not be uploaded to your USAJOBS profile.

-Like your USA Jobs profile page, you will select a document type, browse, and attach the document. The system will confirm the upload was successful and the document will be placed in the Documents On File table in Application Manager.

-Ensure that you go back and upload any documents you may want to re-use in the future to your USA Jobs profile.

Application Manager

[Main](#)
[Important Links](#)
[Help](#)
[Logout](#)

Vacancy ID: 207966

- Biographic Information
- Eligibility Information
- Other Information
- Assessment Questionnaire
- Section 1
- Section 2
- Section 3
- Section 4
- Section 5
- Section 6
- Section 7
- Section 8
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

**Job Title:** AUDITOR (CONTRACT AUDIT) User: applicantnthree

**Announcement Number:** PH-RCS-207966 **USAJOBS Control Number:** 1663560

**Applicant Name:** APPLICANT N THREE

**Upload Documents**

1. Select Document Type:

2. Click "Browse" to locate a file and click "Open" to attach it:

3. Click "Upload":

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

**Documents On File**

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

**Understanding This Table:**  
 Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

# Submit My Answers

-Once all required questions have been completed, you will be able to click the Submit My Answers button to submit your application.

**-YOU MUST CLICK  
SUBMIT MY  
ANSWERS OR  
YOUR  
APPLICATION WILL  
NOT BE RECEIVED.**

-If you have skipped any of the required sections, you will receive a warning to go back and complete any missed section before you can submit your answers.

The screenshot shows the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. The main content area is divided into two columns. The left column contains a sidebar with a 'Vacancy ID: 207966' and a list of sections: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1' through 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers' (highlighted with a mouse cursor), and 'View/Print My Answers'. The right column displays application details: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663560', and 'Applicant Name: APPLICANT N THREE' with a 'Change Name' button. Below this is the 'Submit My Answers' section, which includes a warning message: 'In order for your answers to be processed and for you to be considered for the position, you must click the Submit My Answers button below.' and instructions: 'After you click Submit My Answers, provide any required Supporting Documents and be sure the Application Package Status page shows all steps are complete.' The bottom of the page features a 'Ready to Submit?' section with a 'Submit My Answers' button and a 'Not ready?' section with a warning message and instructions on what to do next, including buttons for 'Main' and 'Logout'.

**Application Manager**

Main Important Links Help Logout

Vacancy ID: 207966

Biographic Information  
Eligibility Information  
Other Information  
Assessment Questionnaire  
Section 1  
Section 2  
Section 3  
Section 4  
Section 5  
Section 6  
Section 7  
Section 8  
ReUse Documents  
Upload Documents  
**Submit My Answers**  
View/Print My Answers

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree  
Announcement Number: PH-RCS-207966 USAJOBS Control Number: 1663560  
Applicant Name: APPLICANT N THREE

**Submit My Answers**  
In order for your answers to be processed and for you to be considered for the position, you must click the *Submit My Answers* button below.

After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.

**Ready to Submit?**

**Not ready?**  
Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.

What would you like to do next?

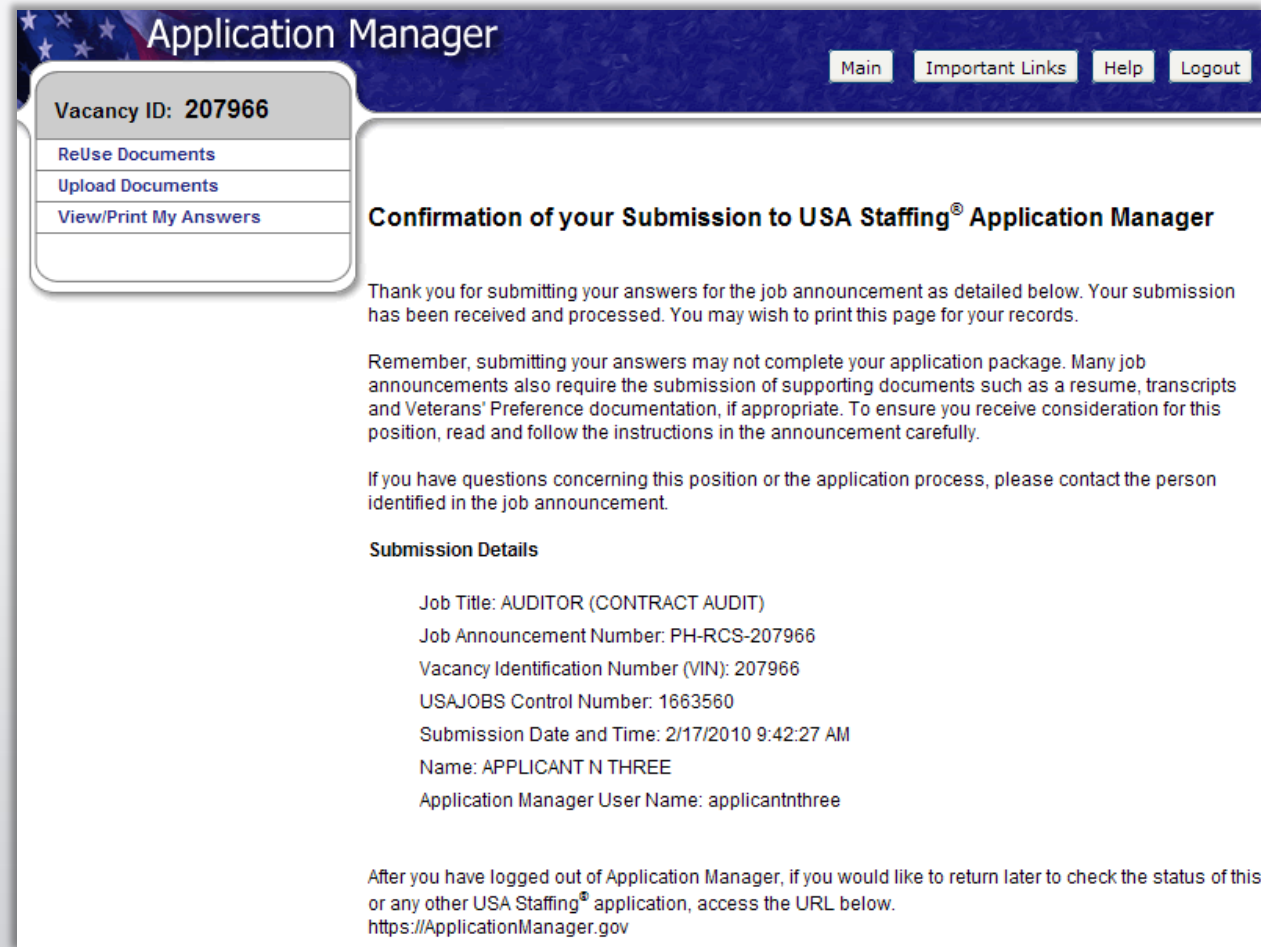
- **Work on this Application Package some more.** Use the Navigation Box in the upper left to go to the part you want to work on or review.
- **Work on a different Application Package.** Go to Application Manager Main.
- **Leave Application Manager**

# Confirmation Message

-Once you click the Submit My Answers button, you will receive an on-line confirmation message.

-This message will also be sent to the email that you provided when setting up your USA Jobs account.

-You may log out or return to USAJOBS at this point.



The screenshot shows the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. On the left, a sidebar contains the 'Vacancy ID: 207966' and three links: 'ReUse Documents', 'Upload Documents', and 'View/Print My Answers'. The main content area features a heading 'Confirmation of your Submission to USA Staffing® Application Manager'. Below this, a message thanks the user for submitting their answers and provides instructions on how to print the page. A section titled 'Submission Details' lists the following information: Job Title: AUDITOR (CONTRACT AUDIT), Job Announcement Number: PH-RCS-207966, Vacancy Identification Number (VIN): 207966, USAJOBS Control Number: 1663560, Submission Date and Time: 2/17/2010 9:42:27 AM, Name: APPLICANT N THREE, and Application Manager User Name: applicantnthree. At the bottom, there is a note about logging out and returning to the application later, with the URL <https://ApplicationManager.gov>.

# USAJOBS – Application Status

If you choose to return to the USA Jobs website, you can look under “Application Status” to see information for the position you applied for. You can also call the human resources office and speak to a Human Resources Specialist about your application. If you do call, be ready to provide your name and the Job Announcement number of the position you applied for. You can click the “more information” link under Application Status. This link takes you directly into the Details Tab of Application Manager for the selected Application Package.

Search Jobs | My Account | Info Center | Welcome Applicant! | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs  
What: (keywords) | Where: (city, state or zip code) | Browse Jobs > | Advanced/International Search >

**My Account**  
Applicant Three  
Current Goal:  
Last login: 2/19/2010  
Edit Profile ▶

Highlights from USAJOBS  
Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? ...  
Saved Jobs ▲  
Saved Documents ▲  
Application Status ▼

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
2/16/2010	<u>AUDITOR (CONTRACT AUDIT)</u> Defense Contract Audit Agency Job Announcement Number: PH-RCS-207966 Pay Plan: GS-0511/09 Location: US-VA-RADFORD	Active	2/19/2010	Application Received <a href="#">more information...</a>	Uploaded & Retrieved

Site Map | Contact Us | Help/FAQs | Employers | Privacy Act and Public Burden Information  
This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

**Application Status** ▼

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
2/16/2010	<u>AUDITOR (CONTRACT AUDIT)</u> Defense Contract Audit Agency Job Announcement Number: PH-RCS-207966 Pay Plan: GS-0511/09 Location: US-VA-RADFORD	Active	2/19/2010	Application Received <a href="#">more information...</a>	Uploaded & Retrieved

Notification Settings

# Details Page

From the Details Page you can:

- View the Job Announcement
- Change your Answers\*
- **Add Documents\***
- Update Biographic Information
- View/Print Your Answers
- Review Status of your Assessment and Documents.
- View Messages sent by Hiring Agency
- View Application Package History

**\* Changing and resubmitting Answers or adding documents is permitted during the open period only. Once the announcement is closed these features are no longer available.**

The screenshot displays the 'Application Manager' interface. At the top, there are navigation links for 'Main', 'Important Links', 'Help', and 'Logout', along with the user name 'user: applicantnthree'. The main content area shows the 'Application Package Status: Complete'. Below this, key information is provided: Job Title (AUDITOR (CONTRACT AUDIT)), Vacancy Identification Number (207966), Closing Date (Saturday, August 28, 2010), Announcement Number (PH-RCS-207966), Contact (Philadelphia Services Branch - (215)861-3074), USAJOBS Control Number (1663560), and Applicant (APPLICANT N THREE). A red box highlights four buttons: 'Change My Answers', 'Add Documents', 'Update Biographic Information', and 'View/Print My Answers'. Below the buttons, a note states 'Most information below pertains to the most recent version of your Application Package. (Explain This.)'. There are two tabs: 'Details' (selected) and 'Checklist'. The 'Assessments' section shows a table with one entry: 'Complete' for 'Assessment Questionnaire'. The 'Documents' section includes a security alert and a table with three entries: 'Qualifications' (USAJOBS, 02/16/2010 05:16 PM, SF-50 DOD), 'Resume' (USAJOBS, 02/16/2010 05:16 PM, Auditor), and 'Miscellaneous' (Upload, 02/17/2010 09:28 AM, SF-50.pdf). The 'Messages' section shows one entry: 'Acknowledgement Letter' (2/17/2010 9:44:07 AM). The 'Application Package History' section shows one entry: 'Complete' (2/17/2010 9:42:27 AM).

**Application Manager** Main Important Links Help Logout user: applicantnthree

**Application Package Status: Complete**

**Job Title:** AUDITOR (CONTRACT AUDIT)  
**Vacancy Identification Number:** 207966 **Closing Date:** Saturday, August 28, 2010  
**Announcement Number:** PH-RCS-207966 **Contact:** Philadelphia Services Branch - (215)861-3074  
**USAJOBS Control Number:** 1663560 [View Announcement](#)  
**Applicant:** APPLICANT N THREE

Change My Answers Add Documents Update Biographic Information View/Print My Answers

Most information below pertains to the most recent version of your Application Package. ([Explain This.](#))

Details Checklist

**Assessments**

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire		

**Documents**

\* Security Alert: [Protect your privacy](#)

	Status	Document Type	Source	Date Received	Original File Name
<a href="#">View</a>	Processed	Qualifications	USAJOBS	02/16/2010 05:16 PM	SF-50 DOD
<a href="#">View</a>	Processed	Resume	USAJOBS	02/16/2010 05:16 PM	Auditor
<a href="#">View</a>	Processed	Miscellaneous	Upload	02/17/2010 09:28 AM	SF-50.pdf

**Messages**

	Message Type	Date Emailed	Date Printed
<a href="#">View</a>	Acknowledgement Letter	2/17/2010 9:44:07 AM	

**Application Package History**

	Status	Date Submitted
<a href="#">View</a>	Complete	2/17/2010 9:42:27 AM

# Remember...

Carefully review Job Announcement and instructions provided in the How to Apply section.

Ensure that you submit an accurate resume and all required documents.

Complete Assessment Questionnaire in Application Manager and be sure to click the “Submit My Answers” Button.

Check your Application Status before the closing date of the job announcement.



# Helpful Information

You may visit USA Jobs Information Center. There, you can find tutorials for using different areas of USA Jobs and information about Federal Employment, applying for federal jobs, and job search, among others (This is now called the “Resource Center” on the website).

The screenshot shows the USAJOBS website's 'Info Center' page. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The 'Info Center' dropdown menu is open, showing options like 'Info Center - Main Page', 'Supplemental Forms', 'Feature', 'Individuals with Disabilities', 'Searchable FAQs', 'Veterans', 'Students', and 'Senior Executives'. The main content area features the USAJOBS logo with the tagline 'WORKING FOR AMERICA'. Below the logo, there is a search bar with 'What: (keywords)' and 'Where: (city, state or zip code)' fields, and a 'SIGN IN OR CREATE AN ACCOUNT' button. A 'Search Jobs' section includes a search button and links for 'Browse Jobs >' and 'Advanced/International Search >'. A large image of an American flag is visible on the left. On the right, there is a 'BROWSE ADVICE ON:' section with a 'USING USAJOBS' button, and a 'SPECIAL INFO FOR:' section with categories like 'INDIVIDUALS WITH DISABILITIES', 'VETERANS', 'STUDENTS', and 'SENIOR EXECUTIVES'. A list of tutorials is shown, including 'Tutorials (Interactive)', 'Job Search', 'Job Opportunity Announcements', 'My Account', 'Resumes', 'Saved Documents', 'Saved Searches', and 'Alternative Tutorial Format (Documents)'. The bottom of the page shows 'The Job Search', 'Using Keywords to Maximize Your Search Results', and 'Security Center'.

# Questions?

**Please contact your servicing HR Specialist**